

FILING AND REPORTING RESPONSIBILITIES FOR CANDIDATES AND CAMPAIGN COMMITTEES

Note: All filings are to be made with the Municipal Clerk/Election Superintendent unless otherwise indicated. However, all filings are required and regulated by the Georgia Government Transparency and Campaign Finance Commission.

REGISTRATION REQUIREMENTS

Declaration of Intention to Accept Campaign Contributions (DOI)

CANDIDATE: Before accepting any campaign contributions, each challenger or new candidate must file a Declaration of Intention to Accept Campaign Contributions (Form DOI) for each election.

Note: An incumbent is not required to file a new DOI for each successive election, as the originally filed DOI suffices to meet this requirement. Current elected officials who choose to run for a different office must file new DOI for that office.

Campaign Committee Registration by Candidate (Form RC)

CANDIDATE COMMITTEE: If a candidate forms a campaign committee, the candidate must register the committee by filing the Form RC with the Georgia Government Transparency and Campaign Finance Commission prior to the committee's acceptance of any contributions. No contributions may be accepted at any time there is a vacancy in either the position of chairman or treasurer, although the same person may serve as chairperson and treasurer including the candidate himself.

Choosing Option of Separate Accounting (Form COOSA)

CANDIDATE AND/OR CANDIDATE COMMITTEE: A candidate may declare intent to keep separate accounting for each election in an election cycle by filing a Form COOSA, with the Georgia Government Transparency and Campaign Finance Commission. Upon filing, a candidate may accept funds for a future election that is not the candidate's next upcoming election.

Note: Candidates may only receive funds for prior elections to retire debt.

CAMPAIGN RECORD KEEPING

Pursuant to the Campaign Finance Act, all candidates and/or campaign committees must maintain detailed records of all contributions received and expenditures made. Records must be maintained by the candidate or treasurer of a campaign committee and may be inspected by the Commission at any time. The right of inspection may be enforced by the Commission or by the Superior Court of the State of Georgia. Records of the accounts kept by a candidate or

candidate's committee are required to be preserved for three years from the termination date of the candidate's campaign. However, since public disclosures are maintained for not less than five years, candidates are encouraged to keep records for at least five years.

Contributions of money received by the candidate or the candidate's campaign committee must be promptly deposited in a separate campaign depository account (*separate from the personal banking account of the candidate*) opened and maintained for this purpose. The account may be an interest-bearing account and any interest earned will be deemed a contribution to the campaign committee; interest earned is not payable to the candidate as personal funds.

CAMPAIGN FINANCIAL DISCLOSURE REPORTING OPTIONS AND REQUIREMENTS

Once a candidate has filed a DOI, a campaign reporting requirement begins and the candidate must file campaign disclosure reports as is applicable to contributions received and expenditures, made or file an affidavit of intent not to receive contributions or make expenditures beyond a \$2,500 limit.

Affidavit of a Candidate's Intent Not to Exceed \$2,500 in Contributions and/or Expenditures

CANDIDATE: If a candidate for municipal office does not intend to accept contributions or make expenditures of more than \$2,500 in an election cycle (begins the day following an election or the day a DOI is filed and concludes on the next Election Day), the candidate is eligible to file this exemption affidavit. Upon filing said affidavit, the candidate (or official) will not be required to file any subsequent Campaign Contribution Disclosure Reports during this election cycle or election year.

However, a candidate who exceeds \$2,500 in received contributions or expenditures made, but does not exceed \$5,000 is required to file the *Campaign Contribution Disclosure Report* according to the following schedule:

Election Year
June 30th
October 30th

And further, if the candidate exceeds \$5,000 in received contributions or expenditures made, the candidate is required to file the *Campaign Contribution Disclosure Report* (CCDR) according to the regular schedule for all remaining CCDR filing dates.

Campaign Contribution Disclosure Report (CCDR)

CANDIDATE: A CCDR is a report filed by a candidate or the chairperson or treasurer of a campaign committee setting forth all expenditures, contributions, loans, indebtedness, and investments of campaign funds. All contributions and expenditures of \$100 or more must be

itemized. All contributions and expenditures of less than \$100 must be totaled and reported in the aggregate, according to the following schedule:

Election Year

January 31st

March 31st

June 30th

September 30th

October 25th

November 29th (If in a Run-Off)

December 31st

A five-business-day grace period is allowed, following each designated filing date, before a late filing fee penalty is imposed.

Two Business Day Report (TBD):

CANDIDATE: The TBD Report addresses the period between the last *CCDR* due prior to the date of any election for which the candidate is qualified and the date of the election. The TBD Report requires the disclosure of all contributions (including loans) of \$1,000.00 or more and must be reported within two-business days of receipt of the contribution. Don't forget that the contribution must be reported on the next succeeding regularly scheduled *CCDR* also.

A TBD must be sent by facsimile or electronic transmission (e-File) within two business days of receipt of contribution. Any facsimile filing shall also have an identical electronic filing within five business days following the transmission of such facsimile filing.

Campaign Contribution Disclosure Final Report and Termination Statement:

CANDIDATE: All campaigns and campaign committees must file a termination statement within ten days of the dissolution of a campaign or campaign committee which shall, among other things, identify the person responsible for maintaining campaign records as required by the Campaign Finance Act. The termination statement shall be submitted along with a final Campaign Contribution Disclosure Report which identifies a zero balance and zero indebtedness.

PERSONAL FINANCIAL DISCLOSURE REPORTING REQUIREMENT

Personal Financial Disclosure Statement (PFDS): Every candidate for election as a public officer must file a PFDS within 15 days after qualifying for election. The PFDS covers the period of the preceding calendar year. Only one PFDS is required per calendar year. A PFDS does not have a filing grace period.

Note: Incumbents leaving office this year and not seeking re-election to the seat currently held, or seeking election to another office within the State of Georgia are not required to file a Personal Financial Disclosure Statement (PFDS).